

Historic DeKalb Courthouse

Facility Information

Located just minutes away from Atlanta in Decatur, Georgia, the Historic DeKalb Courthouse is the perfect venue for wedding ceremonies, receptions, rehearsal dinners, holiday parties, fund-raisers, and more. The marble walls and beautifully arched windows are the perfect backdrop for your historic event.

Amenities

- **Tables & Chairs** - 200 white folding chairs with white padded seats, 150 maroon corporate chairs, and a variety of round, rectangular, and highboy tables (see our Inventory List online).
- **Bridal Suite** with private bathroom and kitchenette
- **Groom's Room**
- **Baby Grand Piano**
- **Bandstand** - City of Decatur, call 404-371-8386 for info.
- **Parking** - 2 dedicated parking spaces



How It Works

Evenings & Weekends

All evening and weekend rentals are building rentals that include the: Courtroom, Harrison Room, Lobby, Groom's Room, Bridal Suite, and tables & chairs for 8 hours. Usually, the first 2 hours are used for setup and the last hour is for breakdown/cleanup. The remaining 5 hours can be used for ceremony, cocktail hour, and/or reception. The ceremony and reception usually take place in the Courtroom and there can be a room flip while guests attend cocktail hour in the lobby. Renters usually hire one of our Preferred Caterers to setup, flip, breakdown, and cleanup the event.

Weekdays (Mon-Thurs, 9am-5pm)

For events with 50 people or less, the Courtroom is available to rent in 4 hour minimum blocks, Mon-Thurs 9am-5pm. Weekday rentals include the Courtroom, Bridal Suite, Groom's Room, and tables & chairs. No Catering or Preferred Caterers only.

Guest Parking

Downtown Decatur parking is convenient and affordable. There are 300 metered spaces (currently free after 6pm) and 2,200 deck/lot spaces. Below is a list of convenient public parking decks .

- **DeKalb County Courthouse** - 125 W Trinity Pl Decatur, GA 30030
- **One West Court Square** - 158 W Ponce de Leon Ave Decatur, GA 30030
- **Town Center** - 546 Church St Decatur, GA 30030

www.decaturga.com/city-government/city-departments/economic-development/parking

Effective 1.17.17

Historic DeKalb Courthouse

Rental Rates

Rental Areas

The **Courtroom** is the main event space, with its historic marble walls, terrazzo floors and beautiful arched windows, it is ideal for wedding ceremonies and receptions. At 2,600 sq ft, it can accommodate 150 people seated at tables or 200 standing. At 740 sq ft, the **Harrison Room** features plenty of daylight and hardwood floors, and it is often used for buffets during larger events. The **Lobby's** architectural details welcome guests as they step back in time and is often used for cocktail hour or a check-in area.

Rentals Rates		
Weekday rentals include the use of the Courtroom for <u>4 hours</u> .	Mon-Thurs (9am-5pm)	\$600
Evening & Weekend rentals include the Courtroom, Harrison Room, Lobby, Groom's Room, Bridal Suite, and tables & chairs for <u>8 hours</u> . Renters may add up to 2 additional hours for \$325 each. Pricing excludes Holidays.	Mon-Thurs (4pm-12am)	\$1,200
	Friday (4pm-12am)	\$2,400
	Saturday (after 2pm)	\$3,400
	Sunday (anytime)	\$2,400

To book a date:

Complete the Booking Contract, sign the House Rules, and pay the Booking Deposit (50% of the Rental Rate). The remainder, including fees, is due 90 days prior to the event. Payment is due in full at the time of booking if your event is within 90 days or the rental rate is under \$1,000. The booking deposit is not refundable. No fees are refundable within 90 days of the event.

Damage Deposit

A refundable Damage Deposit is due for all rentals. Deposits will be refunded if the building is clean, trash removed, chairs & tables properly stored, and all rules followed. Any overages in time and/or damage caused by guests or vendors will be taken out of the Damage Deposit.

- **Weekday Rentals:** \$250 (no food/drink) or \$500 (with food/drink).
- **Evening and Weekend:** \$500 (with a preferred caterer) or \$1,000 (without a preferred caterer) due 90 days prior in cash, check, or money order.

Police Fee

A Police Officer is required to be on the premises whenever alcohol is served. We will hire a uniformed off-duty Police Officer to be here from cocktail hour to last call. The fee is \$35 per hour for a minimum of 3 hours.

Effective 1.17.17

Historic DeKalb Courthouse

Preferred Caterers

Catering

Our Preferred Caterers are highly recommended and are familiar with the building and policies. However, renters may select any licensed and insured caterer. In addition to the \$1,000 Damage Deposit, there is a \$1,000 non-refundable catering fee if an off-list caterer is used. All off-list Caterers must attend a site visit, provide a signed copy of our House Rules, a current business license, and a certificate of liability insurance listing DHC as a certificate holder. All documents must be received 90 days prior. The DeKalb History Center reserves the right of final approval.

Avalon Catering

www.avaloncatering.com
Cathy Conway (404) 728-0770
cathy@avaloncatering.com

Avenue Catering Concepts

Troy Wiese (770) 578-1110
troy@avenue-catering.com
www.avenue-catering.com

Bold American

www.boldamerican.com
Ashley Ulloque (678) 302-3266
aulloque@boldamerican.com

Endive Fine Catering

www.endiveatlanta.com
Stephanie and Julia (404) 504-9040
stephanie@endiveatlanta.com
julia@endiveatlanta.com

Farm Burger

www.farmburger.net
Sarah Gentilini (404) 808-5624
catering@farmburger.net

Fox Brothers Bar-B-Q

www.foxbrosbbq.com
Katherine McIntosh (404) 414-0826
catering@foxbrosbbq.com

LowCountry Catering

www.lowcountrycatering.net
Kaitlynne Grice (404) 352-1121
events@lowcountrycatering.net

Oakhurst Market

www.oakhurstmarket.com
Paula Connor (678) 732-3109
paula@oakhurstmarket.com

Soiree Catering & Events

www.soireecateringatlanta.com
Kate Sasnett (404) 467-1699
kate@soireecateringatlanta.com

Sun in my Belly

www.suninmybelly.com
Max LeBlanc (404) 370-0856
maxleblanc@suninmybelly.com

Zest Atlanta

www.zestatlanta.com
Hannah Harris (678) 977-3964
hannah@zestatlanta.com

Effective 1.17.17

Historic DeKalb Courthouse

House Rules

1. No Smoking inside the building.
2. Renter/Caterer is responsible for clean-up which includes proper handling/stacking of tables and chairs; checking restrooms, porches, and entrances for trash; wiping up all spills; and removing all items related to the function from the premises. Renter/Caterer guarantees that the facility will be restored to its original condition following the event. All components of the facility must be in working order and free of damage.
3. All trash must be removed from the premises. We do not have a dumpster. Renter/Caterer must supply large trash cans and trash bags for garbage removal.
4. The DHC catering kitchen is a warming kitchen only. The use of fryers or any other external equipment requiring ventilation is prohibited.
5. All walk-throughs/visits must be scheduled with the DHC rental coordinator.
6. Renter/Caterer is responsible for all set-up & break-down including all tables & chairs.
7. DHC is not responsible for any items left behind.
8. Unless additional hours are purchased, the renter has an 8 hour time block.
9. Our building attendant is required to be onsite during the entire rental period. The attendant will open and close the building and set the alarm.
10. A Police Officer is required whenever alcohol is served. DHC will arrange for a uniformed off duty Police Officer; this fee is \$35 per hour (3 hour minimum).
11. Nothing may be stapled, taped, screwed, or nailed to the walls or doors.
12. All candles must have enclosed flames. Votives and hurricanes are acceptable.
13. No confetti, rice, glitter or hand-held candles may be used. Birdseed, bubbles, and sparklers may be used outside only. Please distribute to guests outside the building and provide buckets of sand for sparkler disposal. All sand buckets must be disposed of off-site.
14. Note the location of all Fire Extinguishers.
15. Alcohol is permitted. Compliance with state and local laws is the sole responsibility of the Renter.
16. A Wheelchair accessible entrance is located in the basement. Wheelchair accessible restrooms are located in the lobby and upstairs.
17. Do not overload the Elevator; capacity is 2,000 lbs. Do not drop, sweep, or spill items near the elevator. Dropping debris or liquid into the gap between the elevator and the floor will damage the operating equipment.
18. The piano may be used but must remain in alcove. Renter is responsible for tuning.
19. Use of the building applies to indoor use only. DHC has no responsibility for or control over the exterior, which is public space.
20. HAVE FUN!

Signature

Date

Effective 1.17.17

Historic DeKalb Courthouse

Booking Contract

Staff Use Only

Today's Date _____

Rental Date _____

Rental Fee	
Booking Deposit	
Paid Via	
Date	

This date is not reserved until this signed application and booking deposit have been received.

A facility usage contract further explaining our House Rules and fees will follow.

Function _____

Person responsible for Rental _____

Address _____

City, ST Zip _____

Best Phone _____ 2nd Phone _____

Email _____

Caterer (if known) _____

8 Hour Time Block (if known) _____

Anticipated Attendance _____

Person paying Booking Deposit (if different) _____

I have read, and agree to abide by the House Rules of the Historic DeKalb Courthouse.

I also understand that the booking deposit is non-refundable. **(please initial)** _____

Renter Signature

Date

DHC Signature

Date

CC#				\$	
EXP DATE		CODE		ZIP	
SIGN	X				

Please return to:
donaldson@dekalbhistory.org
Fax (404) 373-8287
Checks to: DeKalb History Center

Effective 1.17.17